

West Florida Baptist Academy

Preschool

Handbook



K-3

Dear Parents,

Welcome to the 2010-11 school year. We know that you and your child may meet the first day of school with much excitement and anticipation of what the year may bring. Please know that we will do our best to put your child at ease. Kindergarten is a year of growth socially, physically and academically. We will do our best to give your child the best education possible. Our day in K-3 is full of fun and exciting ways to learn.

We use the A Beka Book curriculum. It is built upon the foundation of spiritual truth, God's Word. Our day starts with a Bible story and each subject is taught from a Biblical perspective.

This handbook is to be used in conjunction with the WFBA handbook. It is designed to help you know what to expect and answer questions related to K-3. Communication between parents and teachers is essential. Please feel free to call or send a note if there is ever a question or concern.

Sincerely,

Miss Sample

## Table of Contents

Attendance . . . . .	1
Allergies . . . . .	1
Backpacks . . . . .	1
Bible Verses . . . . .	2
Birthday Celebrations. . . . .	2
Box Tops for Education. . . . .	2
Carnival . . . . .	3
Class Conduct. . . . .	3 & 4
Conferences. . . . .	4
Drop Off and Pick up . . . . .	4 & 5
Dress Code . . . . .	5 & 6
Family Envelope. . . . .	6
Folders . . . . .	6
Handwriting . . . . .	7
Letters . . . . .	7
Lunch Orders and Snack . . . . .	7 & 8
Money . . . . .	8
Morning Responsibilities . . . . .	8
Numbers . . . . .	9

Nap Time .....	9
Report Card .....	9
Restroom .....	9
Supplies .....	10

## **Attendance**

Your child's regular and punctual attendance is very important. Each day something new is taught. Please view school as a priority and try to schedule appointments and trips after school or on breaks as much as possible. Our school day starts at 8:05. If your child comes after this time, they are tardy and must be signed in at the school office and get a late pass. Please try to be on time. When a child comes in late on a regular basis, it is harder for them to get ready for class and feel prepared. If your child is absent please let the office know the reason why they are absent. Send a written note with your child when they return for our records.

## **Allergies**

If your child has allergies to food or other things, be sure to let the school know. There is a place on the registration form and on the green teacher information card to list allergies. From time to time, there are parties and it is important for us to be aware.

## **Backpacks**

Here are a few guidelines for backpacks.

1. Regular sized backpacks are best. They need to be able to hold a lunchbox, jacket, towel or blanket for rest time, and folder.
2. No wheeled backpacks. These cause tripping in line.
3. Appropriate logos (no pop stars, rock stars, violent characters or peace symbols).
4. Label backpack with name.

## **Bible Verses**

Our students learn a Bible verse weekly or bi-weekly. We practice the verse in class every day. After two weeks, they will say the verse independently for a star on the Bible verse chart. Your child would benefit by practicing the verse at home as well, but the time spent learning it in class is usually sufficient. There is a list of the verses we learn at the end of the handbook in case the card is misplaced.

## **Birthday Celebrations**

We would love to celebrate your child's special day with him/her. The class sings a birthday song and they will receive a small gift from the teacher. If you would like to send a snack, that would be great. Cookies or mini-cupcakes are suggested. The students all have a drink at snack so drinks are not needed.

Please do not send invitations to school for a birthday party. This should be handled between parents away from school.

## **Box Tops for Education**

This program is a great way to earn extra money for our school. It is very easy to participate and well worth the effort. Simply buy products that have the Box Tops logo. Cut them off and send them in. There is a drop off box at the school office window or you can send them in to the classroom. We get ten cents for every box top. With everyone's participation that really adds up. All money earned from this will go toward something needed for the playground, classrooms, etc.

## **Carnival**

In place of a field trip, we have a carnival for all kindergarten classes. The carnival is a great success each year because of the many parents and grandparents who volunteer to help. We ask parents or relatives who come to our carnival to adhere to our dress code as stated in the handbook.

The students have a fun day of play. There are inflatable slides, obstacle courses and bounce houses. There are also games, face painting and tractor rides. We are visited by the fire department, police department and ambulance service. The students are entertained and educated by these “community helpers” that we have learned about in class.

You will not need to send lunch on this day. Pizza, popcorn, chips, sno-cones and drinks will be served.

Dress for carnival day should be casual. Girls should wear culottes or shorts under skirts for modesty. Be sure to wear socks for jumping in inflatables and shoes that go on and off easily.

Information will go home before the event letting you know of the cost and how you can participate by volunteering time or donating items needed. We appreciate any help given to make this a fun day for the students.

## **Class Conduct**

During kindergarten, your child will continually be learning, changing and growing in all areas of development. During the first few days of kindergarten, we will talk about rules that they will have at school. We will talk about why we have rules. The number one reason why we have rules is to stay safe! In our kindergarten classroom, we want to create an atmosphere that is safe and can be a learning environment for all of the students. There are three main rules in the classroom.

1. Follow directions. This rule means that when students are asked to do something, they will listen and follow the directions that have been given to them.
2. Be nice. This rule means being a good friend, taking turns, saying nice words, using manners, and listening to others.
3. Listen. This rule means students should sit “school style” with eyes on teacher, ears listening, hands still and mouth quiet.

Each class has a chart system of keeping track of behavior. This is a visual for the students. Positive reinforcement of good behavior is practiced as well. Your child’s teacher will explain how her chart system works and the consequences of misbehavior, such as time out, notes home or phone call to parents. For extreme behaviors such as hitting, swearing, or anything that may cause harm to themselves or others, a visit with the vice-principal may be necessary.

### **Conferences**

Most issues can be resolved with a note or phone call. Please feel free at any time to communicate with me. The teacher checks backpacks each day for notes. If at some point in the year you need to meet with the teacher, let the office know and an appointment can be made. These are usually done after school. A vice-principal may meet with us as well. Good parent –teacher communication is vital to the success of your child’s education.

### **Drop Off and Pick Up**

You may drop off your child as early as 7:30. From 7:45 to 8:00, teachers will assist them getting out of cars. They will be directed to wait on the benches in the hallway until 7:45. We will pick them up from there at 7:45 and take them to the classroom.



K3 – K4 Half Day pick up starts at 11:15. Children need to be picked up by 11:30 if possible. Afterwards, we will need to send children staying past 11:30 to nap rooms. Pick up times are as follows:

You will be given a WFBA family name card to place in your windshield for pick up. This is very helpful to staff working pick up to be able to see ahead in line and be able to call your child and have them ready. Please use this even if we know you.

If you will be late, please call and let us know so we can reassure your little one that you are coming. If someone different will be picking up your child, let us know by note or call ahead. We will not release your child without your consent. It is best for the person to have the green pick up card or driver's license with them or their name on the authorized pick up list.

For the safety of our students, no one will be allowed to drive between the buildings to the back parking lot during pick up hours.

**Extended care** is available before and after school for a minimal charge. You can bring your child as early as 7:00 and pick up as late as 5:30.

## **Dress Code**

Boys:

1. Shirts must have sleeves.
2. Shirts must have no writing or decals (only appropriate brand names or team logos are acceptable).
3. Belts must be worn with pants that have belt loops.
4. Socks must be worn.
5. No flip flops, beach shoes or shoes without backs.
6. No necklaces, bracelets, earrings, body piercing or tattoos.
7. No wild colored pants, sweatpants or camouflage pants.
8. Haircuts must be standard, conservative tapered cut, off the collar and ears and combed away from the eyebrows.

Girls:

1. Dresses and skirts must cover the knee when sitting or standing.
2. Culottes may be worn for field events and must cover the knee when sitting or standing.
3. No pants or shorts (however shorts are recommended under skirts for playground modesty).
4. No sundresses without shirt or jacket.
5. No flip flops, beach shoes or shoes without backs.
6. Shirts must have no writing or decals (only appropriate brand names or team logos are acceptable).
7. No body piercing except for two pierced earrings in the bottom of each ear lobe. No earrings in the cartilage part of the ear.
8. No tattoos
9. No makeup

### **Family Envelope**

The family envelope is a communication tool between the school office and the family. These usually go home once or twice a month and contain important information on upcoming events. Please take out the contents and sign the designated line on the front and return the next day in your child's backpack. There will be a \$5.00 fee for reissuing a family envelope. Correspondence or checks to the office may be put in the family envelope. Notes to the teacher go in the backpacks.

### **Folders**

The weekly folder will contain the work your child has done that week. Please check it for notes. This has worked well in corresponding with parents. Part of their morning routine will be to take the folder out of backpack, check it for lunch orders and notes, and put it away.

## **Handwriting**

In K3, we teach manuscript formation. Establishing good handwriting habits early is very important. We start by teaching pencil grip. The students learn to form each letter correctly. Neatness and correct formation are promoted. We emphasize making straight sticks and round balls.

At home practice: Children like to write at home. Praise letters written well. Be sure if they are writing their name only the first letter is capitalized.

Coloring is a large part of our classwork. We encourage neatness and staying in the lines. This helps promote good hand-eye coordination and develop fine motor skill needed for good handwriting.

## **Letters**

On Monday, Wednesday, and Friday, we learn the letters. We learn a letter a week, with a review week every three weeks. Each letter is introduced by an animal friend, and reinforced through songs, games, and other activities.

## **Lost and Found**

Be sure **everything** sent to school has a name on it. Jackets, sweaters, hats, mittens, backpacks and lunchboxes all need to be labeled. We can find the rightful owner if the item is labeled. It is amazing that we have so many items in lost and found with no owners! If your child does lose an item it can be bought back from lost and found for 25 cents.

## **Lunch and Snack**

We have a snack time between 8:30 a.m. – 10:00 a.m. The students may bring or order a snack. There are chips, fruit cocktail, cookies, juice and milk available to order. No cooked items are available from the menu at snack time. Due to time restraints, we only warm up food at lunch time. If you choose to send something for lunch that needs warming, be sure it can be cooked in 2-3 minutes. This way we have time to get everyone's food to them in a timely manner.

### Lunch orders and lunch cards:

Please fill out your child's lunch order at home. It is very time consuming in the morning for the teacher to fill out orders for several students. We only have a few minutes before class starts. Thanks for your help with this. The school will provide the menus for you to use. You can also write the order on a piece of paper if you are out of menus.

### Lunch cards:

It is necessary that you purchase a lunch card if your child will be ordering a snack or lunch. This can be handled at the office. Even if you will be sending lunch and snack most of the time, you may want to have a small amount on a lunch card for emergencies (forgot lunchbox or drink).

### Lunchboxes:

Please label the outside of the lunchbox with the child's name. This saves time for the teacher and lunchroom helper.

## **Money**

In the event that you are asked to send in money, always put it in an envelope or Ziploc bag marked with your child's name and purpose. The teacher will make sure it gets to the right person.

## **Morning Responsibilities**

Your child is a big kindergartener now. Along with that comes learning responsibilities that are appropriate for this age. After some training, they will be expected to unpack their backpack, put up their lunchbox, check their folder and put it away, turn in any lunch orders and notes. If they need to use the restroom, they may do so at this time. The teacher asks that you encourage and support them to do this independently and not do it for them. They will have a morning activity to play with or work on until class starts at 8:05.

## **Numbers**

On Tuesdays and Thursdays we learn numbers. The children learn to count, recognize numbers, and learn number concepts through songs, games, and counting to the 100<sup>th</sup> day of school.

During this year your child will learn:

To recognize and count numbers 1 - 30

Number concepts 1 - 20

## **Nap Time**

We will have a nap time each day after lunch. This is a nice break from our busy day. Your child needs a 3-fold mat and a small blanket to use at this time. We will listen to music during this quiet time.

Please establish a bedtime routine that allows for at least 10 hours of sleep. Experts recommend 10-12 hours of sleep for 3 year olds. Enough night time sleep is important to develop and function properly.

## **Report Cards**

Your child will get a report card at the end of each quarter. These are given out at PTM. The report card does not need to be returned. A grade is given in each subject as well as marks for conduct. Areas that need improvement are noted.

## **Restroom**

Students have a restroom break in the morning before recess, after lunch and again in the afternoon. With permission, they may go as the need arises. When we use the restroom as a group, the students are expected to stand in line quietly in the hallway as not to disturb other classes.

## **Supplies**

At the beginning of the year you pay a supply fee. The teacher will purchase supplies needed for the year. These supplies include crayons, glue, folders, and art supplies.

Your donation of Clorox wipes, baby wipes and hand sanitizer is appreciated. We use these items daily in an effort to keep our hands and classrooms clean.

